

DEPARTMENT OF GENERAL SERVICES  
PROJECT MANUAL  
FOR  
RENOVATE VISITOR CENTER EXTERIOR & INTERIOR  
NORTH POINT STATE PARK

8400 NORTH POINT ROAD  
EDGEMERE, BALTIMORE COUNTY, MD 21219

FOR THE  
STATE OF MARYLAND DEPARTMENT OF GENERAL SERVICES

PROJECT NO. P-067-230-010

March 7, 2023

Project Cost Classification "B"

**Minority Business Enterprises are Encouraged to Respond to this Solicitation**

STATE OF MARYLAND

DEPARTMENT OF NATURAL RESOURCES  
ENGINEERING AND CONSTRUCTION DIVISION  
TAWES STATE OFFICE BUILDING  
580 TAYLOR AVENUE, #D-3  
ANNAPOLIS, MD 21401

Department of General Services  
Atif Chaudhry, Secretary  
301 West Preston Street  
Baltimore, Maryland 21201

Board of Public Works  
Wes Moore, Governor  
Brooke Lierman, Comptroller  
Dereck E. Davis, Treasurer

## **DIVISION 0 - PROCUREMENT & CONTRACTING REQUIREMENTS**

- Notice To Bidders - Solicitation Fact Sheet (eMaryland Marketplace Advantage attachment)
- Instructions to Bidders for Construction Projects (July 2022) (eMaryland Marketplace Advantage attachment)
- General Conditions for Construction Contracts (July 1, 2022) (eMaryland Marketplace Advantage attachment)
- Bid Proposal Affidavit (eMaryland Marketplace Advantage attachment)
- State Funded Construction Projects – Payment of Employee Health Care Expenses (eMaryland Marketplace Advantage attachment)
- Payment of Employee Health Care Expenses Certification (eMaryland Marketplace Advantage attachment)
- Contractors Questionnaire
- Bid Bond, *if applicable* (eMaryland Marketplace Advantage attachment)
- Minority Business Enterprise Utilization Procedures (February 5, 2021) (eMaryland Marketplace Advantage attachment)
- MBE Attachment D-1A Forms (eMaryland Marketplace Advantage attachment)
- List of Prevailing Wage Rates, *if applicable*
- Addenda, *if any* (eMaryland Marketplace Advantage attachment)
- List of Drawings
- Pre-Bid Conference/Site Visit – **Refer to: State Finance and Procurement Article §14-302(a)(7)(v) and COMAR 21.11.03.09.C.(2)(e).**

### **DETAILED SPECIFICATIONS**

<u>Section</u>	<u>Title</u>
I	Detailed Specifications
II	Unit Prices & Add Alternates (where applicable)

DRAWINGS/ ATTACHMENTS

Section

Title

III

Attachment #1- Location Map

Attachment #2- Visitor Center Photo

## I. DETAILED SPECIFICATIONS

### A. SCOPE:

1. This project shall consist of the Contractor providing all labor, materials, equipment, tools, insurance, etc., necessary to replace the roof, paint interior rooms and paint the entire exterior of the Visitor Center and Contact Station at North Point State Park at 8400 North Point Rd, Edgemere, MD 21219 in Baltimore County.

2. The proposed project shall include but is not limited to the following:

#### Roof Replacement:

- a. Temporarily remove and save satellite dish for re-installation. Re-install during re-roofing phase.
- b. Remove and properly dispose of old roofing materials to expose the underlying wood sheathing on the entire building of the visitor center, approximately 10,000 Square Feet, and 100 Square Feet at the contact station.
- c. The contractor shall notify the DNR/DGS Project Managers and DGS Inspector to inspect the existing sheathing after it is exposed and replace any damaged sheathing as per **Unit Price # 1**, approximately 500 Square Feet.
- d. The Contractor shall install new aluminum drip edge on the entire perimeter of all the roof systems.
- e. Install new ice guard membrane and felt underlayment in accordance with the manufacturer's instructions.
- f. The Contractor shall install new flashing and counter flashing, etc. around all transitions from the new roof shingles to vertical siding or masonry surfaces, approximately 1000 Square Feet, according to the manufacturer's instructions.
- g. Replace two - 2" vent pipe boots according to the manufacturer's instructions.
- h. Install approximately 10,100 SF (10,000 Square Feet at the visitor center, and 100 Square Feet at the contact station) of new asphalt architectural shingles.
- i. Install 5 LF of new ridge vent at the contact station.

- j. Install 900 Linear Feet of new gutters and 250 LF of new downspouts with K-style 6" aluminum gutters and downspouts. Install splash blocks at all ground discharge points.

**Note: Roofing staples will not be permitted in place of roofing nails.**

Interior Painting:

- k. Properly repair 100 Linear Feet of sheetrock seams with joint compound and corner bead in the conference room and science room.
- l. Properly prepare the surfaces and paint the conference room and science room with one coat prime, two coats of paint, approximately 13,000 Square Feet, according to the manufacturers written instructions.

General:

- m. Replace one ceiling fixture in the science room according to the manufacturers instructions.
- n. The Contractor shall clean up the job site to the satisfaction of the DNR/DGS Project Managers/DGS Inspector and Facility Manager. This work shall include sweeping walkways, raking surrounding areas, and removal of all excess materials and debris.

**NOTE: All quantities and sizes listed above are approximate. The Contractor shall be responsible to obtain his/her measurements for the project and bidding purposes.**

**NOTE: The Contractor shall at the end of each work day, inspect and "sweep" the area with a magnet, and pick up any nails and/ or debris.**

3. **ADD ALTERNATES:**

Add Alternate # 1: Paint Exterior of Visitor Center:

- a. Properly prepare the surfaces and paint the entire exterior of the building with one coat prime, two coats of paint, approximately 6,500 Square Feet, according to the manufacturers written instructions.
- b. Remove and properly dispose of excess materials and debris off State property.

**B. QUALIFICATIONS OF THE CONTRACTOR:**

1. The Contractor shall be licensed in the State of Maryland as a General Contractor and in accordance with COMAR regulations to perform the roofing work associated with this contract.
2. The Contractor shall have a minimum of 5 years of current and continuous experience installing asphalt shingle roofing and in performing similar work in the type of roofing system that is being installed; and must be able to obtain and provide all warranties for this project.
3. Upon request, the Contractor shall supply to the DGS Procurement Officer a list of similar projects, which have been successfully completed by the Contractor.

**C. SITE INSPECTION:**

1. All prospective bidders are encouraged to attend the Pre-Bid conference meeting and familiarize himself/herself with the requirements for the project. Failure to attend the Pre-Bid conference meeting, or visit the site, will not relieve the successful bidder from complying with the requirements of these specifications at no additional cost to the State.
2. Any additional site visits can be arranged with the Park Manager at (410-477-0757) and the DNR Project Manager – Yaakov Birnbaum (410-260-8908).

**D. SCHEDULE OF WORK**

1. Work shall be scheduled through and approved by the DNR/DGS Project Managers/DGS Inspector and Facility Manager. The Contractor shall perform all work Monday through Friday during the normal working hours of 7:00 am to 5:00 PM., unless approved by the Project Engineer in writing.
2. The Contractor shall notify the DNR/DGS Project Managers/DGS Inspector seven (7) days prior to his start of work. He shall coordinate with the DNR/DGS Project Managers/DGS Inspector and the Facility Manager the dates of the Work Initiation Conference, the work, and any closures required.
3. Use of the premises by the Contractor is to be limited to specified work areas and approved storage areas.
4. The contract duration is one hundred and twenty (120) calendar days.

**E. STANDARDS AND CODES:**

1. All work shall be performed in a first class workmanship manner in accordance to standards of the trade.

2. The Contractor shall comply with OSHA (Occupational Safety and Health Administration) and MOSHA (Maryland Occupational Safety and Health Administration) regulations regarding construction safety and health standards throughout the duration of this project.
3. All work shall be performed in accordance with applicable code requirements and standards as defined by the Maryland Code Administration "Maryland Building Performance Standards" (MBPS) and the latest editions of the:

International Building Code (IBC)  
International Residential Code (IRC)  
International Plumbing Code (IPC)  
International Mechanical Code (IMC)  
National Electric Code (NEC)  
International Energy Conservation Code (IECC)  
Maryland Accessibility Code (MAC)  
National Fire Protection Association 101 Life Safety Code (NFPA)

and any local amendments or modifications to the standards made by the authority having jurisdiction which may be applicable to the work.

**F. MATERIALS AND SUPPLIES:**

1. General:
  - a. All materials shall be as specified or approved equal by the DNR Project Manager.
  - b. The Contractor shall be responsible for the coordination, off-loading and proper storage of all materials and supplies and assume full responsibility for protection and safekeeping up until the time of the final inspection.
  - c. Where applicable, materials shall be new, delivered in their original unopened containers with labels intact and legible.
  - d. All materials and supplies shall be stored up off of the ground surface and protected from weather with a waterproof covering.
  - e. Materials shall be stored in a safe area, out of the way of traffic. Storage site location shall be approved by the Facility Manager prior to the storage of any materials on site.
  - f. Any materials not specifically mentioned but are necessary for the safe, professional and satisfactory completion of the project shall be provided by the Contractor as if specified herein.

- g. All colors for all materials shall be selected by the facility prior to ordering.

2. Specifics:

- a. Roofing Shingles: shall be 50 year asphalt architectural shingles, "LANDMARK" Pro (Algae Resistant) by CertainTeed or approved equal. Install as per manufacturer's recommended specifications. (Color selections shall be provided to the Facility Manager for approval).
- b. Ridge Cap Shingles: shall be ridge cap roofing shingles of a like color for capping ridges as manufactured by CertainTeed or an approved equal.
- c. Ridge Vent: shall be Exhaust Vent for roof ridge as manufactured by CertainTeed, or approved equal.
- d. Ice Membrane: shall be "Winterguard" by CertainTeed or approved equal.
- e. Felt Underlayment: shall be 30-lb asphalt-saturated organic felt as installed according to the manufacturer's recommended specifications or approved equal.
- f. Shingle Fasteners: shall be standard corrosion resistant roofing nails, 3/8" diameter head, 1 1/4" long. Staples not permitted. Use six (6) nails per shingle.
- g. Ridge vent/ cap shingle fasteners: shall be standard roofing nails 3/8" diameter head, 3" long.
- h. Drip edge and Rake edge: shall be a standard aluminum drip edge as approved by the shingles manufacturer. Drip edge shall be 3" wide with Hylar or Kylar factory coating. Color shall be selected by the facility.
- i. Roof Cement: shall be Asphalt roofing cement shall be in compliance with the requirements of ASTM D4586 Type II.
- j. Roof sheathing: shall be 1/2" OSB Plywood or approved equal.
- k. Flashing: shall be standard aluminum flashing with a minimum thickness of .019". Color to be selected by the facility. Pipe vent flashing for pipes shall be lead pipe boots/base fitted to size/ slope of roof as manufactured by RPP Inc. or approved equal and shall be installed according to the manufacturer's recommended specifications.

- l. Gutters and downspouts: shall be Accel's 6" K-style aluminum seamless gutters or approved equal. Thickness shall be minimum 0.32" aluminum with Hylar-5000 or Kylar-500 factory coating with 20-year warranty. Downspouts shall include all corners, elbows, strapping, and etc. Color to be selected by the facility.
- m. Joint Compound shall be: DAP Wallboard Joint Compound by Zoro, #G3441681 or approved equal.
- n. Interior Paint shall be: BEHR Premium Plus - Paint and Primer or approved equal.  
Colors to be selected by the facility.
- o. Splash Blocks shall be: SBSLATEX Splashblock - Slate plastic, 10.25W x 21.75L x 2H, as manufactured by Gutter Supply or approved equal.
- p. Vent Boots shall be: I.D. Vent Pipe HDPE as manufactured by Perma-Boot or approved equal.
- q. Interior Light Fixture shall be: 1'x4' LED fixture to match adjacent fixtures with same style, dimensions, manufacturer etc., or approved equal.

**G. METHOD OF WORK:**

1. General:
  - a. All work shall be performed as called for in these written specifications.
  - b. The Contractor shall coordinate all work with the various trades and suppliers in order to complete the project expeditiously within the time limits of the contract. The sequence of events shall be left up to the Contractor.
  - c. All work shall be performed in the best and most professional manner by mechanics skilled in their respective trades.
  - d. The Contractor shall maintain the job site in a safe, neat and orderly manner throughout the entire project and take steps to prevent accumulation of debris at the job site.
  - e. **The Contractor shall take steps to insure a watertight roof throughout the project.** The contractor is responsible for any moisture or water inside building as a result of stormwater during construction.

f. Upon completion of the project, the Contractor shall legally dispose of all excess materials and debris and leave the entire area clean and in an acceptable condition.

g. Any work, which has not been specifically mentioned, but is necessary for the safe, professional and satisfactory completion of the project, shall be performed by the Contractor as if specified herein.

2. Specifics:

Roof Replacement:

- a. Remove and properly dispose of old roofing materials, felt paper, gutters/downspouts, drip edge, flashing and associated roofing accessories to expose the underlying wood sheathing on the entire building of the visitor center, approximately 10,000 Square Feet, and 100 Square Feet at the contact station. Temporarily disconnect any appliances/lights/ antennae on roof as needed for work access. Reinstall all units after roof replacement.
- b. The Contractor shall sweep the roof free of debris and properly prepare the roof sheathing in accordance with the shingle manufacturer's instructions to receive new roofing system. The contractor shall notify the DGS/DNR Project Managers and DGS Inspector to inspect the existing sheathing after it is exposed and replace any damaged sheathing as per **Unit Price # 1**, approximately 500 Square Feet. New sheathing shall be fastened to the rafters according to manufacturer's instructions and shall be nailed with 1 1/2" fasteners on rafter beams.
- c. The Contractor shall install new aluminum drip edge on the entire perimeter of all the roof systems to include eaves and gable ends, under the underlayment on eaves and over the underlayment on rake edges. Secure to sheathing with 1 1/4" roofing nails placed 12" o.c. Overlap all joints 3"- 4".
- d. Once the roof sheathing has been properly prepared, the Contractor shall install new ice guard membrane in accordance with the manufacturer's instructions with a minimum of two (2) rows at the eaves and one (1) row at the gable ends. Install 30-lb roof felt underlayment over the entire roof systems, installed on the entire perimeter of the roof to include eaves and gable ends, according to the manufacturer's instructions.
- e. The Contractor shall install new flashing and counter flashing, etc. around all transitions from the new roof shingles to vertical siding or masonry surfaces, approximately 1000 Square Feet according to the manufacturer's instructions.

- f. Cut approximately 5 Linear Feet of slot for the installation of new ridge vent according to the manufacturer's instructions on contact station roof to replace previously removed ridge vents. The slot shall be cut to within 12" of each vertical wall section, and the width shall be 3/4" to 1" on each side of the ridge board to allow for sufficient air ventilation. Install 5' of new ridge vent in prepared areas.
- g. Replace two - 2" vent pipe boots according to the manufacturer's instructions.
- h. Install approximately 10,100 SF of new asphalt architectural shingles including starter shingles on all the roof perimeters in accordance with the manufacturer's instructions. All shingles shall be secured to the roof deck with 1 1/4" galvanized roofing nails (6 nails per shingles) and 3" for the ridge caps. All shingles along eaves and rake edges shall project approximately 3/8" beyond the edge of the drip strip, and four spots of roofing cement per shingle according to manufacturer's instructions. Roofing staples will not be permitted in place of roofing nails. All shingles are to be secured with corrosion-resistant roofing nails.

**NOTE: Roofing staples will not be permitted in place of roofing nails.**

- i. Install 110 LF of new gutters and 150 LF of new downspouts with K-style 6" aluminum gutters and downspouts according to manufacturer's instructions. Gutter system shall be secured by bar style hangers not visible from the ground and placed 2' o.c. Downspouts should be installed with elbows, splashguards to drain water away from the house. Provide concrete splash backs on all downspout discharge points.

Interior Painting:

- j. Properly tarp off all work areas to protect all interior spaces and furniture. Any damage to the facility due to painting and construction debris shall be repaired or replaced by the contractor at no additional cost to the state.
- k. Properly repair 100 Linear Feet of sheetrock seams with joint compound and corner bead in the conference room and science room.
- l. Properly prepare the surfaces and paint the conference room and science room with one coat prime, two coats of paint, approximately 13,000 Square Feet, according to the manufacturers written instructions.

General:

- m. Replace one ceiling fixture in the science room according to the manufacturers instructions.
- n. Properly dispose of construction debris from the job site and leave it in a pre-construction condition after completion.
- o. The Contractor shall clean up the job site to the satisfaction of the DNR/DGS Project Managers/DGS Inspector and Facility Manager. This work shall include sweeping walkways, raking surrounding areas, and removal of all excess materials and debris. Pick up all nails on a daily basis.
- p. Any tire ruts, holes, etc., left by the Contractor shall be filled with top soil and seeded to a pre-construction condition.

**NOTE: All quantities and sizes listed above are approximate. The Contractor shall be responsible to obtain his/her measurements for the project and bidding purposes.**

**NOTE: The Contractor shall at the end of each work day, inspect and "sweep" the area with a magnet, and pick up any nails and/ or debris.**

**H. WARRANTY AND GUARANTEE:**

1. The Contractor shall fully guarantee the work covered under this contract for a period of two (2) years from the date of acceptance against defects in materials and workmanship.
2. Any defects found within the two (2) year warranty period shall be promptly repaired or replaced by the Contractor at no additional cost to the State.
3. The Contractor shall provide the DNR/DGS Project Managers/DGS Inspector all manufacturers' warranties for materials and systems used on this project.
4. Acceptance by the DNR/DGS Project Managers/DGS Inspector of any procedures, materials, workmanship, or final product shall not relieve the Contractor of his contractual requirements.
5. All work is subject to the inspection and approval of the DNR/DGS Project Managers/DGS Inspector.
6. All warranties should be in compliance with the General Conditions for Construction Contracts 7.14 Warranty.

**I. GENERAL REQUIREMENTS:**

1. The Contractor shall make his own arrangements at his own expense, coordinating with the Facility Manager and the DNR/DGS Project Managers/DGS Inspector, for storage of materials and any construction yard he may require to execute this project.
2. Deviation from the manufacturer's instructions or this specification will not be acceptable.
3. The Contractor shall take all necessary precautions and measures to protect all properties from damage. He shall repair all damage caused by his operation to all public and private property including roads, walks, curbs, utilities, trees, shrubs, plantings, etc., and leave the property in good condition and/or at least equivalent to the condition found.
4. The Contractor shall make his own arrangements to acquire any temporary utility service which he requires to perform this contract. Any expenses incurred must be paid by the Contractor.
5. The completed project is subject to the inspection and approval of the DNR/DGS Project Managers/DGS Inspector.

**J. METHOD OF BIDDING:**

1. All bids shall be submitted online via eMaryland Marketplace Advantage (eMMA) <https://emma.maryland.gov> (NO PAPER BIDS!)
2. On eMaryland Marketplace Advantage opposite "Total Bid", the Contractor shall insert a lump sum bid to complete all work described herein. Bid amount must also coincide on the Bid Form attached and all supporting documents completed to be a full and valid bid
3. The project will be awarded to the Contractor submitting the lowest Base Bid demonstrating the ability to fulfill the requirement for this project.
4. See Section V "Alternates and Unit Prices" for additional bidding requirements.
5. Agency Contact: Yaakov Birnbaum: Yaakov.Birnbaum@Maryland.Gov: 410-260-8908

## II. ALTERNATE AND UNIT PRICES

### A. ALTERNATES:

#### 1. Alternates:

##### Add Alternate #1: Paint Exterior of Visitor Center:

#### A. SCOPE:

- a. Properly prepare the surfaces and paint the entire exterior of the building with one coat prime, two coats of paint, approximately 6,500 Square Feet, according to the manufacturers written instructions.
- b. Remove and properly dispose of excess materials and debris off State property.

**NOTE: Qualifications of the Contractor, Site Inspection, Schedule of Work, Standards and Codes, Materials and Supplies – General, Warranty and Guarantee, General Requirements shall conform to the same requirements as the Base Bid.**

#### B. MATERIALS:

- a. Exterior Paint shall be: BEHR Ultra – Stain Blocking Paint & Primer or approved equal.

#### C. METHOD OF WORK:

- a. Properly prepare the surfaces and paint the entire exterior of the building with one coat prime, two coats of paint, approximately 6,500 Square Feet, according to the manufacturers written instructions.
- b. Remove and properly dispose of excess materials and debris off State property.

**NOTE: All quantities and sizes listed above are approximate. The Contractor shall be responsible to obtain his/her measurements for the project and bidding purposes.**

### B. UNIT PRICES:

1. On the Bid Form opposite **Unit Price # 1**, the Contractor shall insert a cost per square foot x estimated 500 SF = Total Unit Price # 1 to replace any damaged wood sheathing – ½” OSB Plywood as directed by the DNR/DGS Project Managers/DGS Inspector.

**NOTE:**

**The Contractor shall incorporate all costs associated with transportation, fuel, maintenance on equipment, employee salary, benefits, overhead, profit, etc., in the Unit Price. Units Prices will be used to increase/decrease the contract price based on actual quantities installed, in accordance with the Instructions to Bidders for Construction Projects.(3.B.3)**

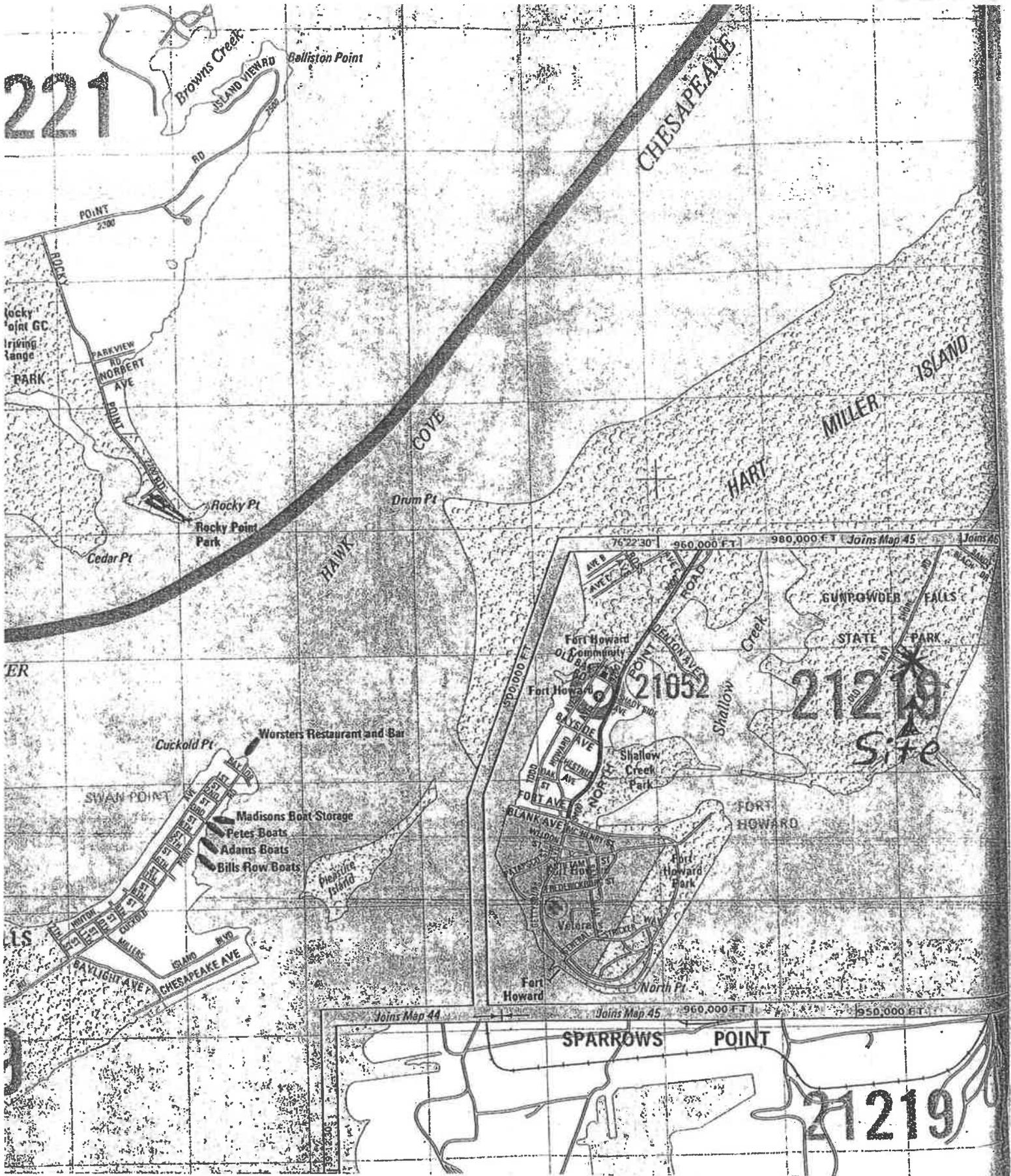
**III. DRAWINGS & ATTACHMENTS**

- 1.** The following drawings are included and shall be considered a part of these specifications:

Attachment #1  
Attachment # 2

Location Map  
Visitor Center Photo

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**State of Maryland**  
**Department of Natural Resources**  
**Engineering & Construction**

Location Map - North Pt. SP

Project Number
Sheet Number
Date

Attachment #2- Visitor Center Photo

